

RSC Résumé Binder

Instructions and Questionnaire

The House Republican Study Committee (RSC) maintains a résumé binder for the use of its Member-offices.

To be included in the Résumé Binder you MUST:

1. Complete the attached one-page questionnaire.
 - √ While you may type your answers or write them out long-hand, do not exceed the space provided.
 - √ Leaving an answer blank or writing that answers will only be provided in a job interview may prohibit your résumé from being included in the binder.
 - √ Circle no more than two positions that you are seeking.
2. Provide the RSC with **two** copies of your résumé AND **two** copies of your completed questionnaire **PER POSITION** (up to two) for which you are applying. [That is, if you are applying for two positions, please provide *four* copies of your résumé and *four* copies of your questionnaire.]
 - √ Résumés may be on any type of paper, as long as it's **8-1/2 x 11**.
 - √ **Three-hole-punch** the résumés and questionnaires.
 - √ Do not staple anything together.
 - √ Deliver the hole-punched résumés and questionnaires to **200** Cannon House Office Building (in the stairwell next to the elevators). Or mail the hole-punched résumés and questionnaires to Paul Teller, c/o Rep. John Shadegg, 306 Cannon House Office Building, Washington, DC 20515.
3. **E-mail a copy of your résumé** (preferably in Microsoft Word) to RSC@mail.house.gov with the word “résumé” in the subject line. Indicate whether you'd like to be placed on the RSC's “Job Listings” group e-mail list.

Your résumé and questionnaire will be included in the RSC Résumé Binder, which will be available to all RSC offices and to any other appropriate individuals and offices. **At the beginning of every month, all résumés and questionnaires that have been in the Binder for at least three months will be removed without notice to you.** However, you are certainly welcome to resubmit your résumés and questionnaires after such removal.

If you have any questions, e-mail RSC@mail.house.gov.

Your name _____

States of elected officials for whom you have worked or where you have lived for at least a year:

POSITION(S) FOR WHICH YOU ARE APPLYING: (Circle no more than two, please.)

- | | | |
|----------------------|---------------------------|----------------------------|
| Chief of Staff | Press Secretary | Scheduler / Office Manager |
| Legislative Counsel | Legislative Assistant | Systems Administrator |
| Legislative Director | Legislative Correspondent | Staff Assistant |

Why do you want to work (or continue working) on the Hill? _____

What qualities would your ideal congressman possess? _____

ISSUES: In ONLY the space provided, please describe your views on the following:

<u>Abortion:</u>
<u>Gun control:</u>
<u>The federal budget deficit:</u>
<u>The federal role in education:</u>
<u>The best stimulus for the economy:</u>
<u>President Bush's best domestic policy initiative:</u>
<u>President Bush's worst domestic policy initiative:</u>

<u>The three issues on which I am most interested in working are:</u> 1. 2. 3.
